
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
FROM: Jeremy Bocchino, City Clerk
SUBJECT: Employee Recognition for Outstanding Job Performance – **Jacquelyn Gordon**

BACKGROUND

Jackie has been quietly emerging as the go-to staff person for all things related to public record requests (PRRs.) She recently learned the Next Request software program and is now that system's main administrator: overseeing communications between departments, chasing down responsive records to fulfill requests, and ensuring closure meets the City's legal mandates and timeframes. In addition, her attention to detail has ensured that the permanent records of the City are without error and correctly stored. Finally, as one of the first staff members that City customers meet via phone, email, and in-person, Jackie provides excellent service, making Culver City shine. Her commitment to serving the City is infectious and I've received many compliments from coworkers and from those members of the community who were assisted by her.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards.

RECOMMENDATION TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Jacquelyn Gordon to receive an award of two (2) working days off with pay.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date